

APPLICATION REVIEW

| SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION
Application Review

Sunday in the Park
Sunday March 8, 2026

Under Review


Print Application

Application Comments

 Permit Coordinator /  Jan 20, 2026 10:01 AM

 [More Info Needed](#)

 Permit Coordinator /  Jan 20, 2026 10:02 AM

 Submitted

 Permit - Finance /  Jan 21, 2026 08:44 AM

Under Review

Details

Application ID: 2879
Permits:
Applicant: Michael Fettig
Account User: Michael Fettig
Permit Manager: Permit Coordinator
Last Updated: Jan 22, 2026 05:58:35 PM

Permits

There are no Permits for this application.

Related Applications

There are no related applications.

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
01-20-2026	11667	Michael Fettig	01-27-2026	420.00	Paid	Special Event Division
01-21-2026	11678	Michael Fettig	02-06-2026	292.00	Active	Fire Department

Application

🟡✔ Administrative Tasks and Permit Notes 🚫 not viewable by applicant

Permit Coordinator

Under Review

Permit - Finance

Approved

Comments and Files:

⬆ Organization Information

⬆ Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Comments and Files:

🟡🟡 Event Location

Required

Parks (Eagle Nest Trotters Park Emery Hamilton Park Southport Park)

Not Yet Reviewed

Parks (Other Parks)

Not Yet Reviewed

Comments and Files:

✔🟡 Site Plan

Required

Site Plan Files

[site plan image.pdf](#)

Event Narrative and Timeline

9am Vendor load in begins. 11:00 am Vendor load in ends. 11:30 VIP announces the start of the event followed by the VFW Band performing for an hour, kids fun area opens, food and drink vendors begin serving. Entertainment continues throughout the day (schedule is not set up at this point). At 5pm the event closes and load out begins. Park wide sweep for garbage is completed by 7pm. The Entertainment schedule can be uploaded once we have heard back from the school groups, VFW band, etc. with their commitment.

As the agent of the Host Organization, I understand and agree that I have the sole responsibility to fully depict all event plans, activities and components and other information on the site plan, route map and/or enclosed area diagrams submitted.

Yes

Comments and Files:

Do you plan to use tents, stages and/or temporary built structures at your proposed event? Yes

Comments and Files:

Do you plan to have food service for your event? Yes

Comments and Files:

Will alcohol be served, consumed or sold, consumed at your proposed event? No

Do you plan to have amplified sound? (Musical instruments, bullhorns, wireless mics/speakers) Do you need a Loudspeaker Permit? Yes

Comments and Files:

Is your event a Race, Walk, Run, Cycling or a combination? No

Do you have a parade component in your event? No

Do you plan to include, close, modify and/or impact any public right of way? Yes

Transportation
Under Review

Police - Extra Duty
Not Yet Reviewed

Comments and Files:

Unless you are MOT certified please reach out to MOT companies we have listed for you.

Road Closure Planning & Fees

A No Parking Plan is finalized and implemented by the city Special Event Traffic Safety department. The purpose of the No Parking Plan is to provide No Parking signage (2) days in advance of the road closure to prohibit vehicles parking within the road closure. The event is required to coordinate with local barricade companies to create an MOT plan and rental of traffic control equipment. Possible MOT companies include:

Flashrite: 407.834.0408

Bobs Barricades: 407.855.7186

MOT Plans Inc: 407.724.4282

Acme: 407.253.4337

Fees associated with MOT plan creation, rental of traffic control equipment, and staffing are the responsibility of the event.

City road closure permit fees are added to the Special Event Permit fees and are paid after the Special Events Office management team reviews the application.

Will the event have vendors selling or giving away merchandise or services including donation at time of sales? Yes

Comments and Files:

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) No

Do you plan to have pyrotechnics, fireworks, or flame effects? No

Will the event have any banners or signs? Yes

Comments and Files:

Will there be aeronautical activity at your proposed event? No

Additional Information Required

Comments and Files:

● Security/Safety Plan Required

Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If my proposed event have either of the elements, I understand and agree that I am required to hire extra duty officers for the safety of the attendees. Yes

I also understand and agree that the Orlando Police Department will determine if and how many extra duty officers are needed for my proposed event. Yes

I also understand that I must NOT discuss the details of my security plan outside of conversations with OPD and the City of Orlando. Sharing these details outside of OPD and the City of Orlando could compromise the integrity of my Security Plan.

Police - Extra Duty
Not Yet Reviewed

Comments and Files:

● ● Medical Plan

Required

EMS
Not Yet Reviewed

Fire - Fiscal Coordinator
Not Yet Reviewed

Comments and Files:

● ● Transportation Impact & Notification Plan

Required

Do you plan to provide a rideshare zone? No

Do you plan to promote the use of public transportation? No

Do you plan to provide shuttle service? No

Do you plan to implement other transportation plans not described? No

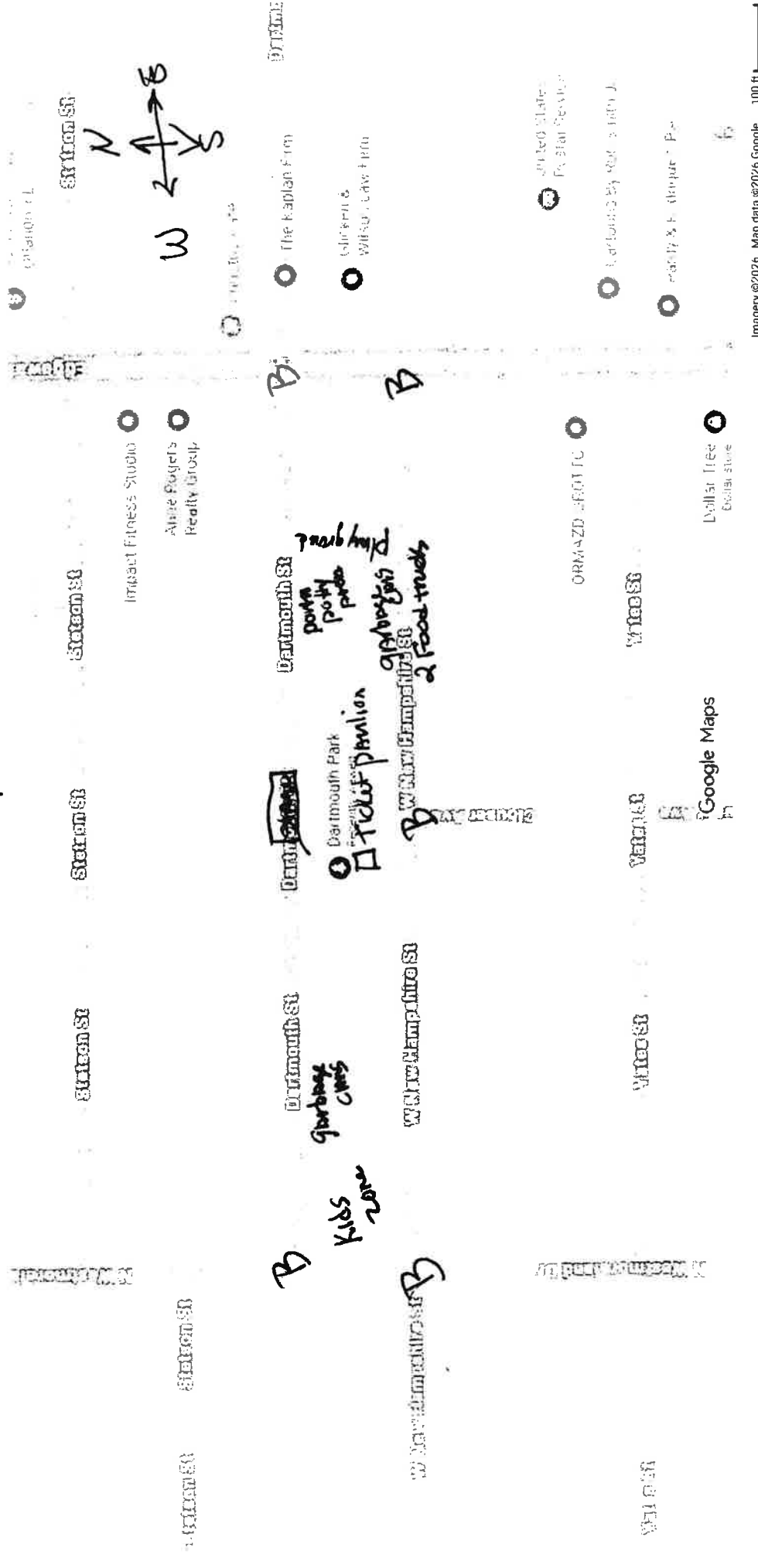
Describe your Transportation Impact Plan below (to include load in/out logistics, pedestrian access etc.)

The vendors are asked to unload on the curb of the park and move their car to the open parking before setting up. They are given directions as to which side of the park and which direction to enter from on Dartmouth or New Hampshire is best for their location in the park. All sidewalks are open for the entire event and available. The sidewalk in front of the stage is not blocked but most people don't feel right walking in between the stage and the chairs. Load out is the same, vendors are asked to not pull to the curb until everything is there and ready to load. We ask for the curb closest to the houses be designated temp no parking the day of the event. This allows emergency equipment a clear lane while allowing the mobile stage, a few vendors and OPD / OFD the space on the curb park side to display their apparatus.

Transportation related file(s) upload

Notification Plan Upload

Site Plan



Vendor tents on exterior edges of park
 First Aid Available at Ticket Pavilion
 Emergency Access from N. Westmoreland to New Hampshire
 11:30am to 5pm March 8th